

2.5 Reporting and Recordkeeping Requirements:

2.5.1 On a monthly basis by no later than five (5) calendar days after the end of each monthly reporting period, the contractor shall provide the state agency with an emailed progress report outlining the following:

- a. The specific activities performed/completed during the reporting period.
- b. The specific activities completed to date and the completion dates of such activities.
- c. The specific activities and projected completion date(s) remaining to be completed.

PARAGRAPH MODIFIED VIA AMENDMENT #001

- d. A copy of all source documentation related to the project.

2.5.2 Final Report and Analysis – The contractor shall analyze the information received and shall prepare and deliver a final report to the state agency which includes each of the required charts, all data, and all other information required herein. In addition the final report must address the contractor's conclusions in regard to each of the following and any other conclusions drawn from the information obtained by the contractor in the performance of the required services:

- a. In what type of placements do students with **mental retardation** receive their educational services? Do states appear to be consistent in their approach to where these students are served?
- b. What does the Missouri data tell us about placements for students with **mental retardation**? Is the Missouri data consistent with national data?
- c. What does the Missouri data tell us about placements for students with **severe disabilities**?
- d. Why do districts serve some students with **severe disabilities** and refer others to the State Schools for Severely Handicapped? Are there certain characteristics of students who are referred and those who are served by the district? Do any of the following play a role in the decision making process?:
 - 1) Parental preference
 - 2) Teacher training
 - 3) Location of the program
- e. What service delivery models do other states use to serve the severe population? Are there trends that are seen in other states? Does district size influence how districts serve these students in other states? Do most states use special education cooperatives? Do these cooperatives operate separate schools? Do states have special funding for this population? Does the funding support certain models for service delivery?
- f. Are there significant differences in the program costs for students with **severe disabilities** based upon the administrative structure (local district, coop or State School for the Severely Handicapped)? Are their factors in each of the models that influence cost per child?
- g. Are there significant differences in the program curriculum or opportunity for integration based upon the administrative structure (local district, coop or State Schools for Severely Handicapped)?
- h. Do the various stakeholder groups believe Missouri's current administrative structures and services for students with severe disabilities are beneficial for students and families? Are there differences in responses from parents served by local districts vs. served by State Schools for Severely Handicapped? Are there differences in responses from educators in districts that serve students with severe disabilities

- 2.5.3 Draft Final Report – The contractor shall complete and submit one hard copy and an electronic copy of a preliminary draft of the final report to the state agency for review and comment by no later than the date approved by the state agency in the written work plan.
- a. If required by the state agency, the contractor shall modify and/or provide additional elaboration as deemed necessary to ensure a comprehensive and thoroughly written document as required by the requirements of the contract. The review by the state agency shall be completed within seven (7) working days of receipt of the draft.
 - b. If required by the state agency, the contractor shall prepare and submit a second draft of the final report to the state agency for review and comment. Additional drafts shall also be prepared if deemed necessary by state agency. For any additional drafts that are required, the contractor shall complete and submit the draft within five (5) calendar days from the date of receipt of the state agency's comments.
- 2.5.4 Final Approved Report – Prior to the required due date approved by the state agency in the written work plan and after completing all revisions to the draft as specified above, the contractor shall provide the state agency with the following quantities/formats of the final approved report as specified below:
- a. One electronic copy of the final approved report in Microsoft compatible format on CD,
 - b. One hard copy unbound camera ready copy of the final approved report.
- 2.5.5 The contractor shall make two (2) oral presentation of the final report in Jefferson City, MO to persons or organizations as deemed necessary by the state agency.